



## **Course Syllabus: Rehearsal & Production 1**

Fain College of Fine Arts  
THEA 1121 Section 201  
Spring 2026

### **Contact Information**

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### **Course Description**

Basic laboratory experience associated with the semester's productions. Assigned tasks in performance and/or production. May be repeated once for credit.

### **Course Objectives**

During the course of the student's time in THEA 1121, 2121, 3121 & 4121, the student will have the opportunity to work on productions from a wide variety of periods, genres and styles. (TLO: Awareness of theatre periods, genres and styles.)

The student will serve on production crews and may be cast in productions. These activities are an extension and application of material learned in classes, leading the student to develop the skill necessary to work in theatre. (TLO: Employability)

Students will demonstrate a developed, integrated sense of professionalism, citizenship, ethics, artistic integrity, aesthetic sensibility, cultural awareness, and wellness. (TLO: Professionalism)

Students will demonstrate the ability to translate theoretical/conceptual knowledge of performance and design/tech areas creatively into public performance. (TLO: Theoretical/Conceptual Knowledge and Application)

Students will demonstrate safety knowledge and practices while working on and performing public performances. (TLO: Safety Knowledge and Practice)

### **Textbook & Instructional Materials**

There is no textbook for this course.  
The MSU Theatre Handbook will be provided on D2L.

Actors cast in mainstage productions will be responsible for providing their own rehearsal shoes. The style of shoe will be determined by the director, choreographer and costume designer. Individuals assigned to scenery, lighting or properties must provide their own work goggles and canvas or leather gloves.

## **Student Handbook**

Refer to: [Student Handbook](#)

### **Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct. [Office of Student Conduct](#)

### **Moffett Library**

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

### **Grading**

Course Grade - List all graded assignments with their point value and or percentage of total grade. Letter Grade Scale indicate the overall points or % to letter grade scale for example 1270 to 1137 = A.

*Table 1: Points allocated to each assignment*

Assignments	Points
Quizzes (10 at 10 pts each)	100
<i>Cabaret</i> production assignment	250
<i>The Revolutionists</i> production assignment	250
<i>Cabaret</i> crew/crew head evaluation	50
<i>The Revolutionists</i> crew/crew head evaluation	50
Audition participation	50
Participation in weekly class meetings	100

Assignments	Points
Attendance at Majors/Minors meetings	100
Homework for weekly class meetings	50
Total Points	1000

*Table 2: Total points for final grade.*

Grade	Points
A	900
B	800 to 899
C	700 to 799
D	600 to 699
F	Less than 600

### **Homework**

Homework will be assigned periodically in the weekly class meetings. Due dates can be found on the class schedule.

### **Quizzes**

There will be regular quizzes on D2L over the content of the MSU Theatre Handbook. All quizzes are open for 48 hours (due dates and times are on the class schedule). All quizzes are open notes/handbook.

### **Exams**

There are no exams in this course.

### **Final Exam**

This course will not meet during the final exam time.

### **Extra Credit**

Extra credit work is not available in this class.

### **Course Requirements**

The evaluation form that will be used to assess students' performance on the crew assignments is available in D2L. A schedule of the production season and theatre events will also be provided in class schedule (as soon as available). The student's responsibilities are as follows:

Read the departmental handbook. There is no textbook for the class. The handbook will be provided on D2L. Students are expected to read and understand the handbook sections (listed on the schedule). Weekly D2L quizzes will be based on this material.

Attend all Majors/Minors meetings.

Complete the Cast and Crew Questionnaire, the After Hours contract and the Smoking contract. Should the student decide not to sign the document, an unsigned copy with the student's name should be filed to acknowledge that the student has chosen to not sign the document. After the documents are filled, upload them to the Opening Paperwork dropbox on D2L.

Check the department's Facebook page, D2L or the physical callboard outside the Green Room for the crew list with assignments for both productions. The list will be posted no later than the Monday following the first Majors/Minors meeting of the semester.

At the second Majors/Minors meeting, complete an R&P contract for your production responsibilities and meet with your crew head.

Watch the production callboard for crew calls.

Complete three hours per week for each production (more details below).

Crew heads must post the relevant production calendar and additional work calls.

All students not in the cast or on running crew for a production are required to usher at least two nights during the run of the production.

Take and pass with 100% all handbook quizzes. These quizzes will consist of 10 questions randomly chosen from a question pool, meaning that the questions will vary with each attempt. Each quiz will be available beginning noon Thursday of the week and will close at noon on Saturday of the same week. Each quiz will have a maximum time limit of 10 minutes. Students will have an unlimited number of attempts at each quiz. Failure to achieve 100% on the quiz will result in the grade being changed to a 0 after the quiz closes.

Participation at strikes is mandatory. Work obligations are not an excuse. Your grade for that production will be lowered one grade level for failure to participate in strike. Strike is held from 5-9pm on the Monday following the close of the production.

Crew heads and crew members must complete and turn in evaluations of their crews on D2L by the time indicated on the class schedule.

Any questions or requests, such as requests for a revision of the crew list, must be directed to the Professor of Record before the close of the class day following the posting of the assignments.

All theatre majors are responsible for posting two posters at the appropriate assigned location within 24 hours of receiving the posters. The poster availability will be posted on Facebook D2L, and the callboard.

All theatre majors and minors are required to attend a jury at the end of Spring semester.

### **Important Dates**

- Last day for term schedule changes: January 23, 2026
- Deadline to file for graduation: February 16, 2026
- Last Day to drop with a grade of "W:"April 29, 2026
- Refer to: [Drops, Withdrawals & Void](#)

## **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

## **Attendance**

Attendance and participation at the weekly meetings, Majors/Minors meetings and strike will be taken. The student's attendance on their crew will be recorded through the use of a time sheet for their crew assignments. If a class session is missed, the student is responsible for any information that is missed and homework dates will not change. Excessive lateness may count as an absence and will be determined by the instructor. If you must miss a class meeting, contact the professor prior to the start time of the class. If you must miss a crew call, contact your crew head prior to the start of the call. Time missed on a crew call must be made up.

All students are required to attend strike and all Majors/Minors meetings.

## **Instructor Class Policies**

Crew assignments: All students are expected to complete a crew assignment for each production during the semester. The faculty may, upon deliberation, choose to allow acting in a principal role to serve as the crew assignment for that production. Regardless of casting, this action will only be given once a semester per student. Students are required to put in three hours a week on their crew assignment (outside of class meeting time). Assessing the student's crew hours will be based on the number of hours put in (as documented by attendance sheets and time sheets) and the supervisor's assessment of the quality of the student's work. Time for the regular class meeting is not included in that week's requirements. For student assistants, an additional crew assignment will be required. Generally, if a student is assigned to a running crew i.e. board operator, wardrobe, etc., the student will begin their hours late in the game, i.e. one or two weeks prior to opening night. Student on a running crew frequently end up putting in more hours than students on the weekly build crew. As such, these students will not be recording their hours. Crew heads may find that, in the fulfilling of their responsibilities, they will need to put in more than three hours a week. For this reason, crew heads are generally upper classmen. If a student is assigned to a crew head position and believes that they will not be able to make this commitment, they should speak with the Professor of Record immediately upon the assignment of the responsibility so they can be reassigned.

Computer/phone usage: During the weekly meeting of the course, computer/phone usage is prohibited unless otherwise directed by the instructor of record.

Dress code: You must have appropriate clothing when attending rehearsals, shop, performance runs, etc. Inappropriate clothing etc. will be grounds for automatic grade reduction. It is recommended that before ascending the Genie Lift, lighting catwalks, fly platform, etc., the student empty their pockets of items like cell phones, keys, etc. If, when working at a height, the student drops a personal item, MSU Texas is not responsible for any damages.

Conduct: Behavior that interferes with either the professor's ability to conduct the class/crew call/rehearsal or the ability of other students to benefit from the instruction or the safety of others working around the student will result in the faculty member removing disruptive students.

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

### **College Policies**

*Campus Carry Rules/Policies*

Refer to: [Campus Carry Rules and Policies](#)

### Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

## **Grade Appeal Process**

Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

**\*Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.